



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

February 8, 2013

Re: 2013-02-038

Mr. Shawn Musgrave
MuckRock News
DEPT MR 2556
PO Box 55819
Boston, MA 02205-5819

Dear Mr. Musgrave:

This correspondence concerns your Freedom of Information Act (FOIA) request dated January 24, 2013, and received in this office on February 7, 2013.

According to Treasury regulations adopting the FOIA, further information needs to be included before we can begin processing your request under the Act. You are allowed to amend your request; however, we cannot begin processing your request until you do so. The following are the imperfections in which we need further information:

- Requests for records must describe the records in reasonably sufficient detail to enable an employee familiar with the subject to locate the records. The description should include the name, subject matter, date or time frame, location of the records, the Treasury unit maintaining the records if known, along with any other information which would help us to clearly identify the requested records.
- The Department of the Treasury does not maintain centralized records or a central index. You should submit your request to the Treasury bureaus that you believe would maintain responsive records. Enclosed is a list of all Treasury bureaus with the addresses of their FOIA/PA offices.

A "Short Guide for Treasury Records" is enclosed to assist you with preparing a valid FOIA request if you choose to request records from the U.S. Department of the Treasury.

When replying to this office, please make reference to the identification number on the first page of this letter and either fax your response to 202-622-3895, or mail it to:

FOIA/PA Request
Disclosure Services
Department of the Treasury
Washington, DC 20220

If we do not hear from you within 30 days from the date of this letter, we will conclude you are not interested in pursuing your request for records and your file will be closed.

Sincerely,

Hugh Gilmore
Hugh Gilmore
Director, Disclosure Services
Privacy, Transparency, & Records

Enclosure